



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ENGINEERING SERVICES COORDINATOR	37	C	6.351

DEFINITION OF THE CLASS:

Under general supervision in the Department of Transportation, supervises and coordinates the functions of the Engineering Drafters in the Roadway Design Section with responsibility for the development of working drawings for various divisions including roadway and bridge design.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Establishes production schedules and monitors work projects for conformance with time frames and budgetary requirements; reviews work for compliance with state, federal and departmental standards; provides training to subordinates by interviewing individuals, reviewing their work and analyzing department needs to insure that staff receive proper instruction and training to complete their tasks; establishes and maintains office policies and procedures by reviewing current responsibilities and implementing appropriate guidelines so that personnel are functioning efficiently and effectively; interviews applicants and selects applicants to fill available vacancies; prepares employee appraisals and work performance standards to insure that goals are met; administers disciplinary action as appropriate.

Represents the section in departmental meetings, conferences and on committees involving issues relating to duties; exchanges information; sets priorities and resolves conflicts.

Assists subordinates in computer aided design by investigating and responding to technical problems, updating software used by the department and staying informed on developments to provide the latest technology and proper direction and training to subordinates.

Meets with design engineers, management personnel and representatives of other state agencies to determine needs relating to the services provided by the section; resolves discrepancies and errors in details supplied by various divisions with the individuals responsible for them.

Plans, coordinates and directs the activities of subordinate Engineering Drafters to insure the timely production of preliminary and final working drawings; writes specifications for production and printing; assists subordinates in computer aided drafting design by investigating and responding to technical problems, updating software used by the department and by staying informed on developments to provide the latest technology and proper direction and training to subordinates.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of Nevada Revised Statutes, personnel policies and procedures.

Ability to compare or inspect projects and judge whether they are similar to or different from prescribed standards. Ability to supervise staff including organizing the work flow, delegating

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (cont.)

responsibility, training evaluating subordinate effectiveness, and administering necessary discipline. Ability to discuss a variety of job related topics on short or no notice including the ability to handle rapid changes in conversation involving difficult questions.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of the principles of drafting, including nomenclature, methods, conventional symbols and sources of information. Working knowledge of reproduction materials, methods, equipment and available sources. Working knowledge of the metric system and math to include algebra, geometry and trigonometry. Working knowledge of the personal computer and computer aided drafting design software. Working knowledge of the principles of engineering drafting methods, nomenclature, conventional symbols, sources of information and equipment.

Ability to perform under conditions of fluctuating workloads with frequent interruptions and distractions. Ability to establish and maintain cooperative working relationships with co-workers. Ability to interpret rough sketches, oral instruction and field notes and convert this data into clear and understandable working drawings. Ability to judge what information should be passed on to different levels of management. Ability to analyze information, problems, situations, practices or procedures to define objectives and formulate logical conclusions. Ability to organize material, information and people in a systematic way to optimize efficiency and minimize duplication of effort. Ability to coordinate projects by determining the time, place and sequence of actions to be taken on the basis of analysis of data. Ability to detect and resolve discrepancies and errors in detail with other section and division personnel and advise them on methods and procedures to insure an accurate and complete set of plans. Ability to draft complex special details for bridge and roadway design.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from high school or equivalent education and six years of related experience in roadway and bridge design of which one year must have been in a supervisory capacity; OR

II

One year of experience as a Supervising Engineering Drafter.

NOTE: Education above the high school level in course work directly related to departmental needs or requirements may be substituted for required experience on a year for year basis for up to four years.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED: 6.351
7/1/93P
8/31/92PC